



POSITION DESCRIPTION: DISASTER SUPPORT SPECIALIST (AB-2213)

About California Volunteers, Office of the Governor:

California Volunteers, Office of the Governor is the state office tasked with engaging Californians in service, volunteering, and civic action.

Since 2020, California Volunteers has launched several historic initiatives including Governor Newsom's California Climate Action Corps, the country's first statewide climate corps program; the #CaliforniansForAll service initiative launched in response to COVID-19 to establish a volunteer corps to support the state's response to emergencies and disasters; and Operation Feed California, a volunteer program created to stabilize California food bank operations. As part of Governor Newsom's California Comeback Plan, California Volunteers received a nearly \$400 million investment in service to expand and create new programs.

Led by the state's Chief Service Officer, Josh Fryday, California Volunteers is supported by a bipartisan 25-member Commission and a team of experts driven by a mission to empower and mobilize all Californians to volunteer and serve in their communities.

Position Description:

Under the general direction of the Disaster Manager, the Disaster Support Specialist will support the implementation of an emergency response infrastructure statewide. The Disaster Support Specialist will specialize in [AB-2213 Office of Emergency Services: planning guidance: telecommunications](#). The Disaster Support Specialist will work with California Volunteers regional teams to support disaster readiness and preparation along with the California Office of Emergency Services (CalOES) and Voluntary Organizations Active in Disasters (VOAD).

Duties:

- Support the Disaster Manager with implementing the *California Emergency Support Function-17 (ESF-17)* strategy supporting volunteer engagement during disasters.
- Support the Disaster Manager with coordinating emergency response efforts on behalf of AB-2213.
- Meet frequently with representatives from CalOES as well as VOADs to coordinate emergency response efforts.
- Recruit volunteers for emergency needs across the state with short notice.
- Work with regional teams to coordinate opportunities to spur ongoing volunteer engagement and trainings to promote disaster readiness.
- Coordinate with the Volunteer Director to assign disaster cadres to a disaster.
- Support the management of emergency contacts, initiatives, and volunteers in Salesforce on an ongoing basis.

- Deploy to an emergency with short notice working up to 12 hour days for 7 days at a time.

KNOWLEDGE AND ABILITIES

- Strong leadership skills
- Strong relationship development skills
- Strong communications skills
- Strong project management and organizational skills

Desired Qualifications

- Experience developing and managing partners.
- Experience supporting project timelines and objectives.
- Experience working under tight deadlines balancing multiple priorities.
- Outstanding interpersonal skills
- Ability to work effectively in a dedicated, mission and team-oriented office environment.
- Mission-driven, highly organized, creative, and self-motivated with the ability to prioritize and manage multiple projects simultaneously while being able to work under short deadlines, and deliver in a rapidly changing, fast-paced office environment.
- Experience using Salesforce to track and manage partners, create dashboards, and track volunteer onboarding.
- Ability to learn and apply new skills.
- Ability to provide feedback and follow up on tasks.
- Knows when to act independently and when to consult for advice on decision-making.
- Ability to work extended hours, when necessary.
- Bachelor's Degree

Location and Travel

*This position's location is not limited to Sacramento, California. California Volunteers' office is located in Sacramento. However, California Volunteers will accommodate applicants who wish to work **remotely temporarily as a result of COVID-19**.*

Therefore, California Volunteers will consider applicants throughout the state who are interested in this position.

How to Apply: Please send a cover letter referencing the “Job Title” applying for, along with resume to Joanna Sledge, OPR Personnel Officer at: Joanna.Sledge@opr.ca.gov. Thank you!